DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY

Information Technology Subject Matter Expert
Information Technology Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: August 19, 2016   **Closing Date: August 25, 2016**

The Department of Social Services is seeking a Information Technology Subject matter Expert (Department Security Officer) to work within the Information Technology Unit in our Central Office location. This individual will report directly to the IT Manager 3.

Open To:	**Current candidates on the Active Exam List for this title (#121720) or current state employees currently holding this title**
Location:	**55 Farmington Avenue, Hartford, CT**
Job Posting No:	**Information Technology Subject matter Expert Position #114624**
Hours	**40 Hours Per Week**
Salary Range:	**FD-32 $97,306.00 to $124,508.00 annually**

Note: Applicants must have taken and passed the current state of CT examination for Information Technology Subject Matter Expert. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Essential Responsibilities:
Coordinates, develops, implements and maintains an agency wide information security program. This position acts in the capacity of an agency official as they are the senior information security officer for the agency. Researching highly complex structures and guiding security parameters associated with complex systems at DSS. Oversees and recommends policies and procedures and implements standards for project development; reviews documents for security modifications; provides governance structure for enhanced infrastructures to optimize access capabilities; assures the security and integrity of the DSS systems; consults technology support teams and works with project teams regarding network architecture, firewalls, encryption devices for data and file management and assures all agency efforts are put in place to satisfy Federal and State security requirements.

MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of current industry methods of information systems analysis, design and development; considerable knowledge of principles, practices and techniques of information technology; considerable knowledge of applications systems development principles, techniques and development; considerable knowledge of principles and techniques of computer programming and languages; considerable knowledge of principles and theories of business planning functions; considerable knowledge of project management principles and techniques; considerable knowledge of principles and techniques of systems analysis and design; considerable knowledge of computer operating systems and databases; considerable knowledge of business re-engineering process; considerable knowledge of principles of data modeling and related tools; considerable knowledge of distributed systems architecture, network, middleware and object oriented analysis; considerable interpersonal skills; considerable oral and written communication skills; considerable analytical and problem solving skills; considerable ability to develop and implement system security and disaster recovery plans; considerable ability to identify, analyze and resolve highly complex business and technical problems; considerable ability to conduct highly complex detailed analysis and design of major computer systems and networks; considerable ability to develop reports, manuals and documentation.

EXPERIENCE AND TRAINING

General Experience

Nine (9) years of experience in infrastructure systems support, programming, database administration, systems/software development, networking or technical support.

Special Experience

Two (2) years of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas:

1. Designing, configuring and implementing complex networks.

2. Configuring installing and upgrading host based applications packages and host and/or operating system software.
3. System software/application development.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 3

Substitutions Allowed

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General Experience

Information Technology Subject Matter Expert

Special Requirements:

1. A CISSP (Certified Information System Security Professional certification from ISC2) in active status is mandatory

2. Some other active certifications (Preferred, although not mandatory) are:
   a. CISA - Certified Information System Auditor
   b. CISM - Certified Information Security Manager
   c. GREM - GIAC Reverse Engineering Malware

3. Extensive knowledge of the following Federal regulatory environments is mandatory:
   a. IRS 1075 Tax Information Security Guidelines
   b. HIPAA Security and HIPAA Breach Notification
   c. SSA Security Requirements and Procedures

4. Familiarization with USDA and BCSE regulatory environments (although not mandatory) is desirable.

5. Extensive knowledge of the following is mandatory:
   a. NIST SP 800-53 - Security and Privacy Controls for Federal Information Systems and Organizations
   b. NIST SP 800-53A - Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans
   c. NIST SP 800-37 - Guide for Applying the Risk Management Framework to Federal Information Systems: a Security Life Cycle Approach
   d. FIPS 199 - Standards for Security Categorization of Federal Information and Information Systems
   e. Validated FIPS 140-1 and FIPS 140-2 Cryptographic Modules

6. Knowledge & experience in how the technical hardware, software, and Procedures apply to the above security regulations, policies, and controls.

7. A working Knowledge of Physical Security

8. A working Knowledge of Auditing / Risk Assessments

9. Thorough knowledge of regulatory environments which apply to agency in order to ensure compliance. Examples are: HIPAA, IRS, SSA, USDA, BCSE

Note: The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.

APPLICATION PROCEDURE: Candidates who meet the above requirements should forward a cover letter, a completed State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS and the two (2) most recent Performance Appraisals and Attendance Records from July 2014 to present in lieu of references. Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and two (2) supervisory references letters to:

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State of Connecticut
Department of Social Services
55 Farmington Avenue – 5th Floor
Hartford, CT 06105
Attn: Kelly Geary – Human Resources Division

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APPLICATIONS MUST BE RECEIVED AND POST MARKED BY THURSDAY AUGUST 25, 2016
CLOSE OF BUSINESS

Late or incomplete applications will not be considered.

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An Equal Opportunity / Affirmative Action Employer
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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